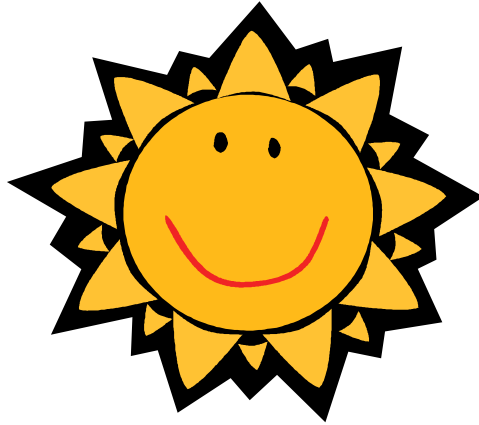


Malta Summer Recreation Half-Day Camp



Parent Handbook 2025



1 Bayberry Drive Malta, NY 12020

www.MaltaParksRec.com

Phone: 518-899-4411

Table of Contents

	<u>Page</u>
Welcome	3
Program Objectives	3
Services Provided	3
Registration Information	4
Drop Off & Pick Up Times	4
Arrival and Departure Policies	4
Pedestrian Safety	5
Personal Information	5
Program Orientation	5
Personal Items	5
Program Attire	6
Sunscreen/Insect Repellent Policy	6
Lunch/Snacks	6
Special Needs	6
Medical Information	6
Inhalers and EpiPens	7
Children at Risk	8
Emergency Procedures	8
Emergency Drills	8
Field Trips	8
Inclement Weather Policy	9
Address & Telephone Number Changes	9
General Information for Parents	9
Contacting Your Child	9
Appropriate Program Behavior	9
Discipline Procedures	10
Questions & Additional Information	10

TOWN OF MALTA SUMMER RECREATION PROGRAM

Welcome

The Malta Summer Recreation Program is a six-week program for children entering Kindergarten - Grade 9 in September 2025. Children who are fifteen years old are encouraged to register and participate as a Counselor in Training (CIT)

The program meets Tuesday, July 8, 2025- Friday, August 15, 2025 from 9:30am - 12:30pm. The program is held Monday through Friday for grades K-5 and Monday through Thursday for grades 6 – 9. An occasional Friday will be held for Teens (check Teen calendar). Camp is held at the Malta Community Park or the Shenantaha Creek Park (per parent choice).

- Malta Community Park: located on Plains Road, convenient for the Town of Malta’s northern and northeast areas.
- Shenantaha Creek Park: located south of Route 67 off of East Line Road, convenient for the Town of Malta’s southern and northwest areas and the Village of Round Lake.

Campers are grouped by the grade they will be entering in September and assigned to a counselor to lead age-appropriate activities. Staff is trained in first aid, playground safety, and program development. The program adheres to a strict counselor to camper ratio to provide a safe, fun experience for your child. This program is licensed by the Saratoga County Department of Health.

- It is your responsibility to drop your child off and pick your child up on time. Camp counselors are not available to watch campers before or after camp.

Program Objectives

The objectives of the Summer Recreation Program are to:

1. provide opportunities and relationships to help develop personal awareness, independence, social interaction skills, and a positive use of leisure time;
2. provide opportunities for self expression through arts and crafts, sports, and socialization with peers;
3. conduct sports activities in order to provide motor skill development, the advancement of good sportsmanship, and social relationships as a part of a team and as a competitor; and
4. foster an environment to allow the development of each camper’s potential for self growth, social interaction and leadership.

Services Provided

The Malta Summer Recreation Program offers children a variety of appropriate and diverse activities. Activities include arts and crafts, sports and games and playground time. There are weekly themes and activities scheduled to coordinate with these themes.

Registration Information

Registration forms for Malta programs record each child's parent, emergency contact and medical information. The form asks for any special accommodations a child may need to participate, any medical or behavioral concerns such as; behavioral or anxiety disorders and any personal situations such as; a restraining order or struggles with other children that we should be made aware of. Pertinent information is confidentially provided to the counselor.

Registration packets are available at the David R. Meager Malta Community Center and on the Department's web site (www.MaltaParksRec.com).

In order to register you must provide the following:

1. A current immunization record from your child's doctor (we need this form each year as we do not keep it on file);
2. Proof of Malta residency (must be one of the following: a current tax bill, utility bill, lease agreement or driver's license);
3. Custody Agreement (when applicable);
4. Appropriate fees \$210 per child resident fee/ maximum \$420 per family or \$375 per child non-resident fee;
5. Completed registration forms.

Registration for Malta Residents will open April 9, 2025 and runs through June 4, 2025 or until camps are filled. If any spots are still available, registration for Non-Residents will open on May 7, 2025 and run through June 4, 2025 or until camps are filled. Space is limited for campers for 2025 in both Malta Community Park and Shenantaha Creek Park. **Registration fees are non-refundable.**

Registration is required in person at the Malta Community Center. Please bring completed packet with all required forms and payment to Malta Parks, Recreation and Human Services, One Bayberry Drive, Malta, NY 12020

Office Hours: Monday-Friday: 8:30am-8:00pm and Saturday 9:00-am– 12:00pm

Drop Off & Pick Up Times

Staff are hired to supervise children from 9:30am until 12:30pm. It is your responsibility to drop your child off at these times. If you need to pick your child up earlier, please provide your child's head counselor with a written note stating what time and who will be picking your child up.

Arrival and Departure Policies

Morning Drop-Off

- Parents must escort campers in grades K-5 to the pavilions and sign them in. At the end of camp, campers in this age group must be signed out by parent or their approved representative. Campers 6-9 can sign themselves in and out of camp.
- Campers may only leave with an authorized person listed on the registration form. If someone else is to pick up your child, you must send in a written note in advance notifying your child's Head Counselor. Phone calls are only accepted in case of an emergency. Our staff will require identification from anyone picking your child up that they do not recognize. Any time you need to make a change to the registration form, call the Parks & Recreation office at 518-899-4411.

Pedestrian Safety

If your child is walking or riding their bike to the park alone, you must give them permission to do so. Please check the box on the registration form that gives your child permission to walk or ride to the park alone. The Malta Community Park has crossing guards on Plains Road from 9:20am - 9:40am and 12:30pm - 12:45pm. If your child crosses this road, please be sure they do it between these hours. Crossing Guards are also counselors who need to return to their responsibilities in Camp. If your child does bring a bike, make sure it can be locked. The Town of Malta is not responsible for missing or stolen items.

Personal Information

Inform us of any personal information that may affect your child's day in camp. We want your child to have a fun experience every day. Make staff aware of health, physical or other challenges. There is an area on the registration form to confidentially provide this information.

Program Orientation

Orientation is held for campers on the first day. Orientation includes general information, rules, tour of the camp grounds, special activities and an explanation of possible site hazards. Campers not present on the first day will receive their orientation on the first day that they attend.

Campers are reminded throughout camp of the following information.

- Tour of camp grounds
- Description of camp hazards
- Reporting Illnesses
- Injury and other incidents (first aid)
- Discipline procedures
- Snack procedures
- Program procedures
- Buddy system
- Lost camper plan
- Fire drills, evacuations and fire safety
- Lightning plan
- Rabies exposure
- Tick and Lyme disease
- Open discussion (questions and concerns)

Personal Items

In order to help us provide opportunities and relationships and help develop personal awareness, independence, social interaction skills and a positive use of leisure time, children who bring personal items and electronics will not be allowed to play with them during the camp program.

The Town is not responsible for lost or stolen property. All Campers are not allowed to bring or use cell phones during camp hours.

Program Attire

The summer program is an outdoor camp. Your child will get dirty and occasionally wet! Don't send your child to camp in new clothes – camp is about having fun! **For your child's protection, gym shoes are required. Sandals or flip-flops are not allowed.**

Sunscreen/Insect Repellent Policy

Just a few serious sunburns can increase a child's risk of skin cancer later in life. It only takes 15 minutes of exposure of the sun's UV rays to damage the skin. Since children in the Summer Recreation Program regularly participate in outdoor and water related recreational activities, we strongly recommend adherence to the following sunscreen policy. Malta Summer Recreation staff are not allowed to apply sunscreen or bug protection to campers.

1. All campers should wear sunscreen with an SPF of at least 30 (or greater) on all exposed skin daily.
2. Parent or legal guardian is responsible for applying sunscreen and/or insect repellent prior to drop-off to the program each morning.

Lunch/Snacks

Children are responsible for their own snack and drink every day. Send your child with a water bottle labeled with their name on it. Water jugs are available to refill empty drink containers.

Because there are some children enrolled at camp with serious nut allergies, it is extremely important that your child's snacks do not contain any nut products or oils. Although the Town of Malta endeavors to provide nut free programs, the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products. The Town of Malta encourages you to send whole foods such as fruits, vegetables and grains as a snack to camp to help promote healthy eating habits. If your child has a life threatening allergy, please plan on your child bringing in his/her own snack daily. The Town strives to be a peanut free camp, but cannot guarantee that the products/donations are peanut free.

Please do not allow your child to bring money to camp except on days that Mr. Ding-A-Ling visits. **Staff members are not allowed to hold children's money.**

Special Needs

The summer program requires physical activity and endurance during various sports and activities that are played. If your child is not able to participate in any activity, please speak to your child's Counselor. Any other special needs or concerns you may have must be brought to the attention of the Head Counselor.

Medical Information

The Town of Malta Summer Recreation Program is a day camp and Malta staff are not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you must pick them up immediately or arrange to have them picked up. Please do not send your child to camp if they have such illnesses as:

- conjunctivitis (pink eye);
- a fever within the last 24 hours;
- vomiting or an upset signs of general fatigue or discomfort;
- a rash;
- head lice; *
- a chronic cough or runny nose.

* Teach your children to not share combs, hairbrushes, hats or head scarves with other children.

If head lice are detected during camp, you will be called to pick your child up immediately. A physician's note that the child is clear of head lice is required prior to the child returning to the program. When there has been a case of head lice at camp all children within that age group will be screened the next camp day. Parents will receive written notification within the next two camp days.

Inhalers and EpiPens

Some children enrolled in the summer recreation program have asthma or other serious allergies. **Please do not send in snacks for your child that contain nut products.** Although the Town of Malta endeavors to provide nut free programs, The Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products.

In order to protect these children, our staff needs to be aware of all children who have inhalers or EpiPens. It is important to note this information on your registration forms and have your doctor's permission to bring the medication to camp.

The Department of Health regulations prohibit the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil, or Motrin by an unlicensed individual. The two exceptions are asthma inhalers and EpiPens which camp personnel are permitted to assist in administering. No other medication can be brought to camp.

- The town's health director (a licensed medical doctor) develops and over-see the use of Epinephrine auto-injectors in camp.
- All counselors are trained by certified personnel on how to administer the EpiPen in case of an emergency.
- All children who require an EpiPen must have an authorization form signed by their doctor and parent.
- Children must visit the office at the Malta Community Center to demonstrate they can self-administer the medication or **to demonstrate that they can tell people around them about their allergy and what happens if they are exposed to an allergen. It is important that your child is educated about the signs and treatment of anaphylaxis as this knowledge will significantly improve the safety of your child.**
- A parent is required to bring the medication in its original container **showing the prescribed information on it to camp every morning and give it to the child's head counselor who will safely store the medicine. Children will not be responsible to carry the medication on them. It will accompany them wherever they go via their head counselor or counselor.**
- A parent is required to pick the medication up after camp each day. Medication is not stored at camp.
- If a camper comes to camp without their prescribed EpiPen, their parent will be called to bring the medicine in immediately. The child will remain in the camp office until the medication is received.

These policies are to protect your children. We trust that everyone will help ensure that they will be carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

Children at Risk

All childcare agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can include failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Parents who bring or pick their child up under the influence of alcohol or drugs present a risk not only to their child but to others. Our staff is required in these circumstances to:

- call the other parent or someone on the child's emergency contact list;
- call a taxi.

If any of these arrangements cannot be agreed upon, staff is required to notify the proper authorities.

Emergency Procedures

When children are in Camp, they run, yell, play hard and occasionally fall and skin their knee. We do not call you for every bump and bruise unless the child is upset. Otherwise, if a camper is injured, a health problem arises or professional medical help is needed, the following steps are taken:

- 911 is immediately called;
- immediate first aid is administered by our trained staff until professional help arrives;
- you, or if not available, your emergency contact person is notified;
- a staff member accompanies your child to the hospital until a family member or an emergency contact person arrives.

Emergency Drills

Emergency fire drills are held three times during the program.

Field Trips

There are field trips planned for 2025. There will also be trips to the Malta Community Center. As it is planned for the campers to do every year, there will be a day when the campers visit another park. These are listed on the calendar and are a part of the camp program. There is no special registration or additional fee for the trips to the community center or the parks. Campers are transported by bus to the special activities. All campers at camp on that day will attend the scheduled program trip. Field trips with a fee are listed on a separate sheet. Parents must register their child for the trip by the date listed. Space is limited on the field trips which campers pay for. There is camp for children who do not attend the registered field trips.

Inclement Weather Policy

On occasion camp may be cancelled due to severe weather in the forecast. A decision to cancel will be made by 8:30am the day of camp. In the event of cancellation an email will be sent out to participants, a notification will be posted on our homepage www.MaltaParksRec.com., on the Town of Malta Facebook page or you can call 518-899-4411 to speak with department staff.

There will be camp if weather conditions call for a light drizzle.

If the children are at the Malta Community Park or the Shenantaha Creek Park and the conditions change to extremely heavy rain, wind, or an electrical storm, all parents/guardians must pick up their child immediately. We are not equipped to house your child in an enclosed structure during these conditions.

If it is raining and your child has a field trip scheduled for an indoor activity, the trip will go on as scheduled. If the field trip is an outdoor activity, it may be canceled. Every effort will be made to reschedule the trip at another time.

Address & Telephone Number Changes

Please inform the office staff at the Malta Community Center of any changes to your address, phone numbers or other important personal information changes. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency.

General Information for Parents

Please check the white message boards daily for information regarding camp activities. The camp calendar also gives information on daily activities. Remember to pick one up at registration or view online at MaltaParksRec.com.

Contacting Your Child

During the program, the counselors are supervising children in various activities and not available to answer the phones and routine questions. For routine matters, counselors are available during the drop off or pick up times. If you need to contact your child at camp for an emergency, please call the Department of Parks, Recreation and Human Services office at 518-899-4411 where a staff member can relay a message. Please limit your calls only to urgent matters. **Campers are not allowed to use cell phones at camp.**

Appropriate Program Behavior

Please realize that your child is at a day camp and not at school and that:

- everything is open and accessible to all campers - the Town is not responsible for lost or stolen property;
- there are no separate classrooms or lockers in which to safely store a camper's personal items or money.

Discipline Procedures

Please prepare your child for the Malta Summer Recreation Program by explaining all of the rules and regulations to your child and discussing any concerns that he/she may have. Please discuss any problems that your child may be experiencing while at Camp with your child's counselor.

Campers must display acceptable behavior and must be accountable for their actions. Parents must know and understand the rules that their child is expected to follow and be aware of the consequences for any violations. The following procedures are followed regarding disciplining children:

1. If a child does something unacceptable, the counselor will try to redirect the child by getting them interested in another activity and an explanation will be provided as to why the child cannot behave in that manner.
2. If the child persists, if the behavior warrants it, a time out will be used as a cooling off period. After the time out period, the behavior and appropriate choices that should be made will be discussed with the child.
3. The counselor will discuss recurring discipline challenges with the parent.
4. All discipline problems will be documented and parents may review the reports if requested.
5. In cases of recurring or severe misbehavior, parents will be contacted for a conference to discuss the behavior to try to work things out.
6. If the misbehavior continues, the Director may place the child on a probationary period.
7. If the situation does not improve, or a plan cannot be implemented for improvement during the probationary period, parents may be requested to withdraw their child from Camp.
8. Parent conferences will be documented and kept in the child's record.
9. Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will go directly to the camper involved and to his or her parent(s) or guardian.
10. Any child who intentionally injures or is a threat to another child may be dismissed from the program.

Questions & Additional Information

If you have any additional questions or concerns, please feel free to call the Department of Parks, Recreation and Human Services at 518-899-4411.

Kristan Gottmann	Director of Parks, Recreation & Human Services	ext.303
Barbara Mazurak	Town of Malta Youth Director/Camp Director	ext.304